Missouri Department of Health and Senior Services Child and Adult Care Food Program CNPWeb Application Renewal Instructions FFY 2022

The Department of Health and Senior Services – Community Food and Nutrition Assistance (DHSS-CFNA) has activated the Federal Fiscal Year (FFY) 2022 Child and Adult Care Food Program (CACFP) application in the Child Nutrition Program webbased system (CNPWeb). Some information from your FFY 2021 application is transferred into the FFY 2022 renewal application. Please review that information and enter the required missing information.

Follow these instructions carefully to complete and submit your FFY 2022 application renewal. Most fields are self-explanatory. Refer to pages 11 and 12 for an explanation of certain fields.

Basic Renewal Steps

- Log in at https://dhssweb04.dhss.mo.gov/cnp. Read the information presented on the welcome page and click on Continue at the bottom of the page. Choose 2022 under the Program Year column.
- 2. The Sponsor Summary will appear. Click on the Applications tab.
- 3. The Sponsor Information Sheet is listed with the option to <u>Add</u> in the Action column. Click Add to open the Sponsor Information Sheet.



4. Complete all blank fields, review, and update fields that carried forward from FFY 2021.

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5. Click <u>Save</u> at the bottom of the page.

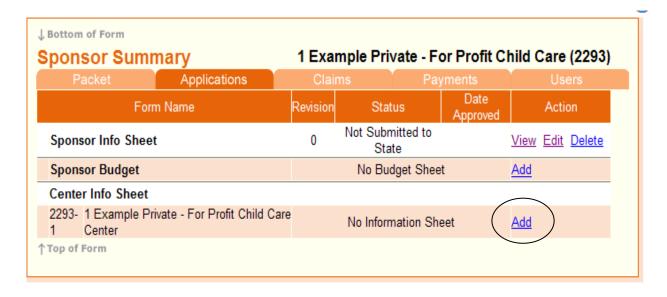


If error messages appear, refer to steps 24 through 26. Make necessary corrections until the Post Confirmation screen indicated below appears after <u>Save</u> is clicked. The Sponsor Information Sheet is in "Pending Submission" status, but is "Not Submitted to State."

6. Click <u>here</u> to return to the Sponsor Summary – Application tab.



7. Click Add in the Action column for the first center in the Center Information Sheet section.

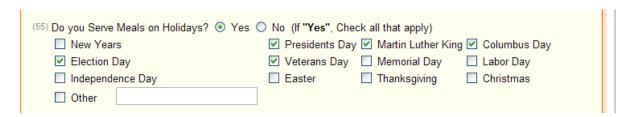


8. Review the fields that are automatically populated from the previous year's application for accuracy. Make changes as needed. Complete the remainder of the fields.





Read item (55) carefully. If you serve meals on holidays, select "Yes" and identify
the holidays on which you serve meals. Do this by clicking inside the box next to
that particular holiday.

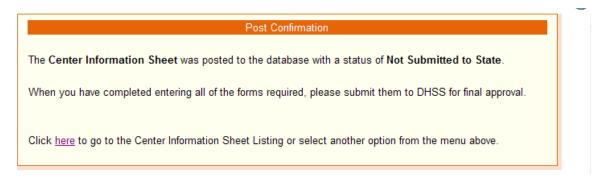


10. Click Save at the bottom of the page.



If error messages appear, refer to steps 24 through 26. Make needed corrections until the Post Confirmation screen appears when <u>Save</u> is clicked. The Center Information Sheet is in "Pending Submission" status, but is "Not Submitted to State."

11. Click <u>here</u> to return to the Sponsor Summary – Application tab.

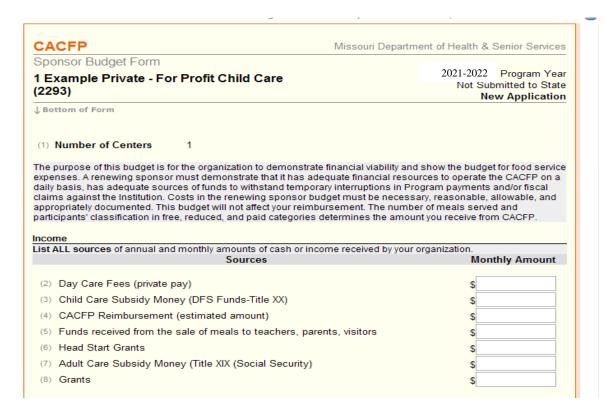


12. If you are a sponsor of multiple centers, repeat steps 7 through 10 for each center.

13. If you are required to complete a new budget for 2022, the budget will appear after the Sponsor Information Sheet is entered. Sponsoring Organizations must complete a budget each year. Independent Sponsors must complete a budget every three years.



14. Verify the number of centers and enter the applicable information. When complete click on <u>Save</u>.



15. If you are required to complete a Sponsor Management Plan, click <u>Add</u> under the Applications tab in the Sponsor Summary.



16. Complete the Sponsor Management Plan. Check the box and click Save.

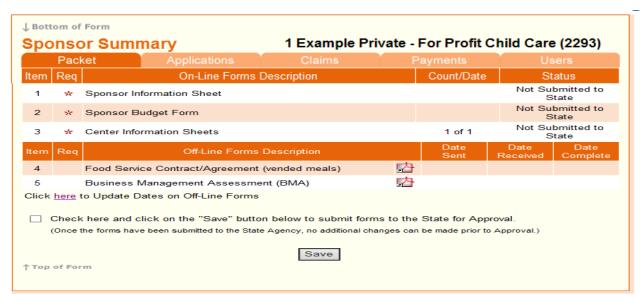


17. All items under the Applications tab should now be in the "Not Submitted to State" status.



18. Click on the Sponsor Summary – Packet tab. When selected, the Packet tab will be highlighted dark orange as shown below. A list of Off-Line forms will appear.

Scroll to the bottom of the page and click on the word <u>here</u> in the sentence, "Click <u>here</u> to Update Dates on Off-Line Forms."



- 19. For each form marked with an asterisk (*), enter the date the form was sent to DHSS-CFNA. When "Date Sent" for all required forms are entered, click <u>Save</u>.
- 20. Business Management Assessment (BMA)
 All CACFP sponsors are required to complete the BMA every calendar year and enter the "Date Sent" before your application can be submitted. If you are also a Summer Food Service Program (SFSP) sponsor and submitted the BMA form for that program earlier this year, enter the date you entered the BMA for the SFSP application. To complete and view instructions, go to https://health.mo.gov/atoz/bma/index.php. The BMA form does not work with Microsoft Internet Explorer; another browser such as Chrome, Firefox, Opera, Safari, etc. must be used. Make sure you have enough time to complete the form prior to starting. There is not a "Save" feature. Prolonged periods of inactivity will cause your form to expire and the information will be lost even if it appears on the screen.



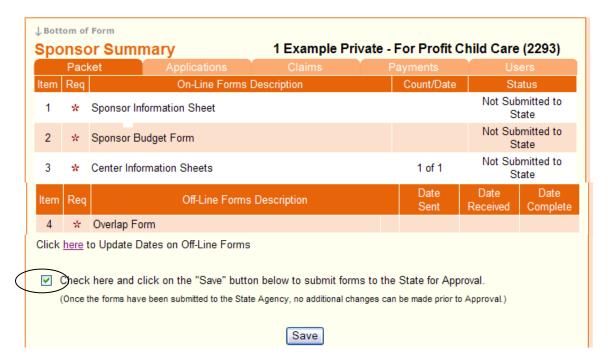
To complete the BMA form, sponsors will need your:

- Federal taxpayer identification number and
- DUN and Bradstreet number (https://www.dnb.com/duns-number/lookup.html).

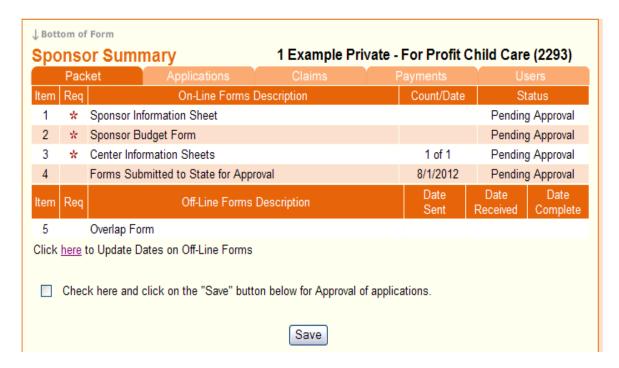
A confirmation number will appear on the screen when the form is successfully completed. Record the date of completion and confirmation number for your records. It is important to document the number and keep it until your application is approved by CFNA staff.

For HELP or more information about the BMA, please go to the online <u>BMA</u> <u>Instructions</u>. If you have questions regarding the completion of the BMA form, you may contact the DHSS Division of Administration at **573-751-6104** or via email at <u>Monitoring@health.mo.gov</u>.

21. The following sentence will appear below the list of forms on the Packet tab, "Check here and click on the 'Save' button below to submit forms to the State for Approval." Click on the box to check it and click <u>Save</u>.



22. Make sure status is in "Pending Approval".



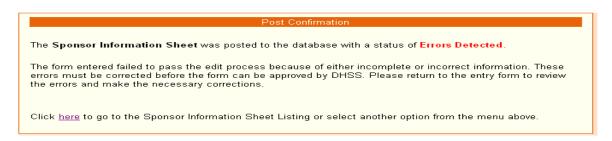
Once the forms have been submitted to the state agency and are in "Pending Approval" status, no additional changes can be made prior to approval.

23. Click on the Users tab and make sure the users listed are still the people that should have access to the system. To delete a user, send an email request to CACFP@health.mo.gov. To add a user, complete a CACFP Network User Access Request form found at https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/appsforms.php.

Keep user information up to date to ensure sponsor's information is secure!



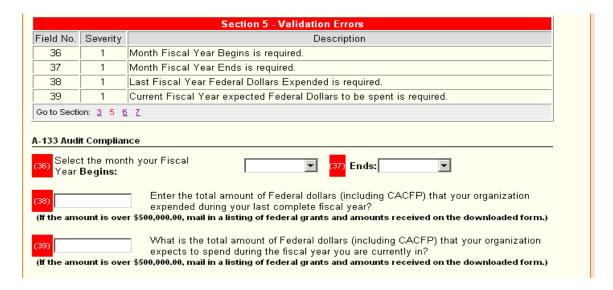
24. If Sponsor or Center Information sheets have errors, the following screen will display. Click <u>here</u> to return to the Sponsor Summary – Applications tab.



25. Click Edit in the Action column next to the sheet with errors.



26. Errors are highlighted in red. At the beginning of each section there will be a description of errors by field number and severity. Make corrections and re-submit.



Explanation of Fields

Most fields are self-explanatory. Read here for explanation of certain fields.

Sponsor Information Sheet:

Field (27) If this information is incorrect, you must contact CFNA to make the correction.

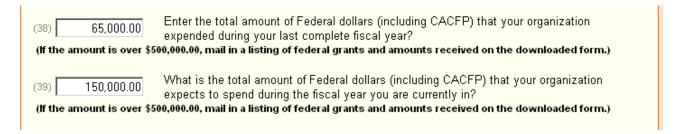


Field (28) You must check one. If you are a single center, check Independent Sponsor.



Fields (38 & 39) Enter correct dollar amounts based on your records. It asks for amounts you "expended" or "spend". This refers to the amount of reimbursements you have received through CACFP. If you receive money from CACFP participation, it is a reimbursement for money you have **expended** or **expect to spend**.

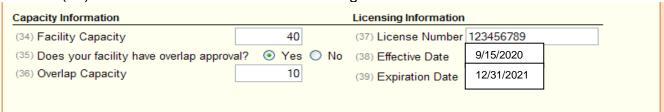
The amounts to enter here are the amount of money you received from federal programs (including CACFP) and the amount you expect to receive from federal programs (including CACFP).



Center Information Sheet:

Field (36) The overlap capacity is the number of <u>extra</u> children you can care for over license capacity.

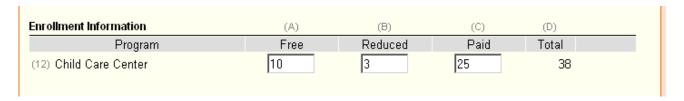
Field (37) The license number will be a nine-digit number.



Field (45) Private - For Profit centers may be eligible to participate in CACFP if 25% of enrolled children or of the license capacity (whichever is less) is either Family Support Division (FSD) paid children or children qualified for free and reduced-price meals based on Income Eligibility Forms. If eligibility is based on FSD paid children, check *Title XX For-Profit*. If eligibility is based on the number of free and reduced-price children, check *F/RP For-Profit*.



Field (47) The number of Free/Reduced should equal the numbers in fields (12 A&B)



Fields (62-65) Complete fields 62-65 only if Commercial Vendor is checked.

